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User Registration and Login

This chapter addresses the following information:

- User Types and Access Levels
 - How to Register
 - How to approve/disapprove pending registrations
 - How to log in to CIWQS
 - How to navigate in CIWQS
 - CIWQS Main Menu and Modules
-

1.1 User Registration

Before you can enter or use CIWQS, you must first register as a User. Registration can happen in one of two ways depending on your role within a Facility.



CIWQS is a secure system accessed through a login screen where a User enters his or her unique User ID and password. Passwords should be protected to prevent unauthorized individuals from accessing sensitive information. Each User must register individually to obtain a User ID and password.

1.1.1 User Types and Access Levels

You belong to the group of Users generally referred to as **Dischargers**. This group includes Users affiliated with a Discharger location, such as engineers, responsible executive officers, and authorized consultants or laboratories. In general, this refers to anyone required to submit Self Monitoring Reports (SMRs) to the Water Boards.

This User group is further divided into Users who are designated as **Responsible Executive Officers** at a Facility (someone with signature authority for submitting eSMRs) and those who are not the responsible person but are still authorized to provide information for a Facility (**additional Users**). The Responsible Executive Officer for a Facility has three responsibilities within CIWQS:

1. Register their Facility with CIWQS (if it is not already registered) so that eSMRs can be submitted for the Facility;
2. Approve/Disapprove registration of additional Users for their Facility; and
3. Give final approval for (certify and submit) Self Monitoring Reports by providing an electronic signature certifying data validity.

Additional Users are authorized to view and enter information for their associated facilities but may not electronically sign eSMRs for final submission.



Information on creating and submitting Self Monitoring Reports can be found in Chapter 3.

Registration with CIWQS provides you with a User ID, password, and access to information for the facilities you are affiliated with. Access to information is granted on a Facility-by-Facility basis. You must complete the registration process for each Facility you wish to have access to even if your company or organization operates multiple discharge locations.



You can register for more than one Facility and keep only one User ID and password.

1.1.2 Registering as a Responsible Executive Officer

Registration begins at the CIWQS Login page (Figure 1.1). This site is accessed through the California Water Boards website at www.waterbodies.ca.gov/ciwqs.



Once you have completed registration and have been granted a User ID and password, you will return to this screen to access the Water Quality System.



Figure 1.1 The CIWQS Login Page

To begin registration, click the “Register Here” button below the User ID and password fields. This brings you to the New User page (Figure 1.2) where you will indicate your role within the Facility. The top two choices are applicable to Dischargers. The bottom two options are reserved for other types of Users.

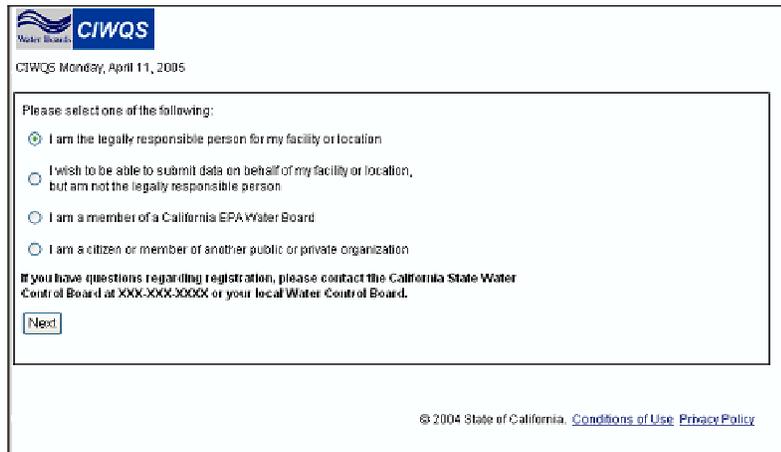


Figure 1.2 The New User Page

Choose the first option (click in the radio button) to indicate that you are the legally responsible person for the Facility and click the “Next” button.

The next page you see will be the Discharger Registration page. Here you can enter information about yourself and the Facility you are representing (Figure 1.3).

Figure 1.3 Discharger Registration Page

Table 1.1 gives a description of each field and indicates which fields are required to complete registration.



Your entries for Company/Organization and Facility Representing should reflect the registered names for these entities. If you are unsure of the correct spelling or full registered name, contact your local Water Board for additional information.

Once you have verified that your information is correct, click the “Next” button at the bottom of the page. If you have forgotten to fill out a required field or if you have chosen a password that does not meet the security requirements, a message will appear at the top of the screen in red lettering indicating what errors were found within the page.



Multiple Users may register as the responsible representative for a Facility – each User must follow the same process, including completing the signature form.

The next screen that appears is the Electronic Signature Authorization Form (Figure 1.4). A copy of this form is also emailed to the address provided. The Electronic Submittal Authorization Form must be printed out, signed, and mailed to your local Water Board to before your registration can be approved.

Table 1.1 Fields on the Discharger registration Page

<i>Field Label</i>	<i>Description</i>	<i>Required</i>
Prefix	Select the appropriate Prefix from the drop-down list	Y
First Name	Type in your legal First Name	Y
Middle Name	Type in your legal Middle Name	N
Last Name	Type in your legal Last Name	Y
Suffix	Select the appropriate Suffix from the drop-down list	N
Company/ Organization Representing	Type in the full name of the Company or Organization that you represent.	Y
Facility Representing	Type in the full name of the Facility you represent.	Y
Street Number	Type in the Street Number of your mailing address	Y
Street Name	Type in the Street Name of your mailing address.	Y
Apt.	Type in the Apartment Number of your mailing address	N
City	Type in the City of your mailing address	Y
State	Select the state of your mailing address from the drop-down list	Y
Zip Code	Type in the 5- or 9-digit zip code of your mailing address	Y
E-mail Address	Type in a valid e-mail. E-mail will only be used for CIWQS notifications (including completed registration).	Y
Phone Number	Type in your office phone number using the format 999-999-9999	Y
Fax Number	Type in your office fax number using the format 999-999-9999	N
Requested User ID	Type in a User ID	Y
Requested Password	Type in your requested password. The characters you enter will appear as stars.	Y
Verify Password	Re-type your requested password to verify	Y

Choosing a Password

The password you choose must conform to the rules set by the system. Passwords must be at least 6 characters and must contain a combination of lower case letters, upper case letters, and numbers. All three of these elements must be present in the password. For example “a2Hlkj” is acceptable, but “abcdef” and AbCdEf” are not. Typing a password that does not meet these rules and clicking the “Next” button will result in a registration error.

This form indicates that you accept the terms and conditions for use of the web site and gives permission to use your ID and password as a legally valid electronic signature.

CIWQS
 Tuesday, April 12, 2005

Electronic Registration

I, Responsible Executive Officer, certify that I am the legally authorized representative for facility name. My signature on this document certifies that I agree that my user ID and password constitute my electronic signature and any information I indicate I am electronically not for is contains my signature. I understand that I am legally bound, as I agreed, or responsible as much as a hand-written signature.

I agree that I will provide my password (selected to signature) form or will not use and will contact the Water Board if I suspect that my password has been compromised. My electronic signature is for my own use and cannot be delegated or shared with another party.

Attach to this form a copy of any organization's and facility's information, such as the cover page from an issued Order. If this facility is not yet registered with the State Water Resources Control Board or a local Water Board, please enter the following information: legal facility name, full physical address, full mailing address (if different), and main phone number.

The following information was supplied on your registration:
 Name: Mrs. Responsible Executive Officer
 Mailing Address: 1001 1st Street, 1001, CA 95812
 Phone Number:
 Fax Number:
 Email Address:
 Organization: test use company
 Facility: Test Use Facility

I certify that the supplied information is complete and correct.

Signed
 Date

Mail to:
 CIWQS Registration
 State Water Resources Control Board
 1001 1st Street
 P.O. Box 100
 Sacramento, CA 95812

FAKID:
 "SIR"141-5757 vln "CIWQS Registration"

To login, connect to ciwqs.south.ca.gov with the user ID: test1. If you have forgotten your password, you may use the "I forgot my password" link.

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Figure 1.4 The Electronic Signature Authorization Form

Click the “Print” button to open the Print Setup window and print a copy of the form. When you are finished, click the “Done” button to complete the registration process. You will be returned to the CIWQS Login page.

If your Facility has not yet been registered with the Water Boards, be sure to include the following information when you mail the Electronic Signature Authorization Form:

- Legal Facility name;

- Full physical address;
- Full mailing address (if different); and
- Main phone number.

This information can be found on an issued Permit Order (Figure 1.5)

California Regional Water Quality Control Board
North Coast Region

Order No. R1-2004-0027
NPDES Permit No. CA0023043
I.D. No. 1B331000SON

Waste Discharge Requirements
and
Master Reclamation Permit

For

Forestville Water District
(formerly Forestville County Sanitation District)

Wastewater Treatment, Reclamation, and Disposal Facility

Sonoma County

The California Regional Water Quality Control Board, North Coast Region (hereinafter Regional Water Board), finds that:

1. The Forestville County Sanitation District (CSD) and the Sonoma County Water Agency (SCWA) submitted a Report of Waste Discharge dated November 1, 2001 and applied for revision of its Permit to discharge treated municipal

Figure 1.5 Sample Issued Permit Order Showing Facility Information

Once the Water Board System Administrator receives the Electronic Signature Authorization Form, a record is created for your Facility and you are registered as a system User with the appropriate level of access. An email will be sent to you with your User ID and password and you will be able to login to CIWQS.



This procedure helps protect system integrity by preventing unauthorized Users from creating fictitious facilities, creating duplicate facilities, or entering incorrect data about a Facility.

Electronic Signatures

The procedure used by CIWQS is consistent with the Electronic Signatures in Global and National Commerce Act (E-SIGN), which states that a User affirmatively consents to the use of electronic notices and records. As with E-SIGN, a User must receive notice of his/her rights prior to consenting,. Although E-Sign allows the User to affirmatively consent electronically, the requirement to submit a paper-based signature sheet provides an additional level of protection, as with a bank signature card, via a physical signature for each responsible executive officer on file. Although E-Sign is a Federal program, the State of California has adopted portions of E-SIGN for User s within certain state Agencies.

1.1.3 Registering as an Additional User

Additional Users can self-register once the Facility has been registered by the responsible executive officer. Before an additional User is granted access to the system for a requested Facility, a responsible executive officer for that Facility must approve the registration.

A User's account is disabled – no security privileges are linked – until the first approval is given. After that, an approval is needed for each additional Facility added to the User's account.

To register as an additional User for a Facility, start at the CIWQS Login page at www.waterbodies.ca.gov/ciwqs (Figure 1.1). Click the “Register Here” button to access the New User page (Figure 1.2). On this page, select the second option: “I wish to be able to submit data on behalf of my Facility or location, but am not the legally responsible person.” And click the “Next” button.

The next page you will see will be the Discharger Registration page (Figure 1.6). Table 1.2 gives a description of each field on the Discharger Registration page.

Water Quality CIWQS
CIWQS Monday, April 11, 2005

Discharger Registration

*Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Company/Organization Representing:

*Facility Representing:

My Title/Role:

My Mailing Address:

*Street Number:

*Street Name:

Apt.:

*City:

*State:

*Zip Code:

Email Address:

Phone Number:

Fax Number:

*Requested User ID:

*Requested Password:

*Verify Password:

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Figure 1.6 The Discharger Registration Page

Table 1.1 Fields on the Discharger registration Page

<i>Field Label</i>	<i>Description</i>	<i>Required</i>
Prefix	Select the appropriate Prefix from the drop-down list	Y
First Name	Type in your legal First Name	Y
Middle Name	Type in your legal Middle Name	N
Last Name	Type in your legal Last Name	Y
Suffix	Select the appropriate Suffix from the drop-down list	N
Company/ Organization Representing	Type in the full name of the Company or Organization that you represent.	Y
Facility Representing	Type in the full name of the Facility you represent.	Y
Street Number	Type in the Street Number of your mailing address	Y
Street Name	Type in the Street Name of your mailing address.	Y
Apt.	Type in the Apartment Number of your mailing address	N
City	Type in the City of your mailing address	Y
State	Select the state of your mailing address from the drop-down list	Y
Zip Code	Type in the 5- or 9-digit zip code of your mailing address	Y
E-mail Address	Type in a valid e-mail. E-mail will only be used for CIWQS notifications (including completed registration).	Y
Phone Number	Type in your office phone number using the format 999-999-9999	Y
Fax Number	Type in your office fax number using the format 999-999-9999	N
Requested User ID	Type in a User ID	Y
Requested Password	Type in your requested password. The characters you enter will appear as stars.	Y
Verify Password	Re-type your requested password to verify	Y

Choosing a Password

The password you choose must conform to the rules set by the system. Passwords must be at least 6 characters and must contain a combination of lower case letters, upper case letters, and numbers. All three of these elements must be present in the password. For example “a2Hlkj” is acceptable, but “abcdef” and AbCdEf” are not. Typing a password that does not meet these rules and clicking the “Next” button will result in a registration error.



Your entries for Company/Organization and Facility Representing should reflect the registered names for these entities. If you are unsure of the correct spelling or full registered name, contact your local Water Board for additional information.

Once you have verified that your information is correct, click the “Next” button at the bottom of the page. If you have forgotten to fill out a required field or if you have chosen a password that does not meet the security requirements, a message will appear at the top of the screen in red lettering indicating what errors were found within the page.

If the Company/Organization and Facility information you entered on the previous page matches at least one record in the CIWQS database, you will be asked to select the correct Company/Organization and Facility from a list (Figure 1.7).

CIWQS Friday, April 22, 2005

Discharge Registration

Organizations:

Organization Name	Address
<input type="radio"/> Test Party 0	8105 Test Site of Name 5 Loop, Fresno, California, 90322-1288, United States of America
<input type="radio"/> Test One Company	

Facilities:

Facility Name	Address
<input type="radio"/> KAISER MARQUARDT, INC.-RANJET TESTING, VAN NUYS	
<input type="radio"/> INLAND EMPIRE UTILITIES AGENCY-STP NO 5, CHINO	121 92 InStBusiness Boulevard 123123, MT
<input type="radio"/> testtest	123 test CA
<input type="radio"/> vps test	12345 East Test Alley 456 chico, NY 12345-6789
<input type="radio"/> vps test mar 9	234 North test Alley chico, CA
<input type="radio"/> new test	123 South test Avenue chico, LA
<input type="radio"/> vps test mar 9 II	123 Northeast test Avenue la, CA

Figure 1.7 Select Your Facility

If you select “None of the Above” or the information you entered did not result in a valid match you will see the following page (Figure 1.8):

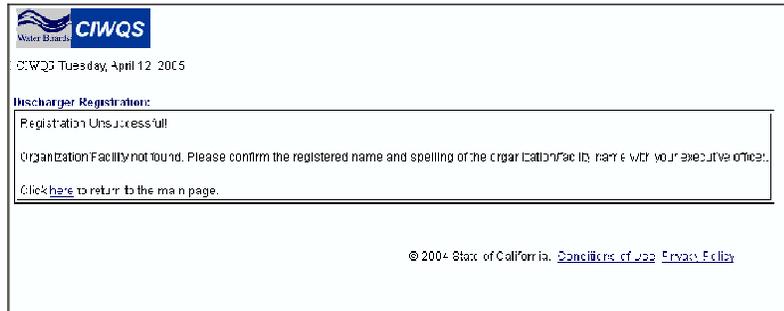


Figure 1.8 “Registration Unsuccessful” Message

If the correct Facility is listed, click the radio button in the correct row and click the “Next” button. This will complete your part of the registration process (Figure 1.9). An email will be sent to *all* Responsible Executive Officers for the selected Facility alerting them of your submitted registration. Only one Responsible Executive Officer needs to approve your registration for it to be validated.

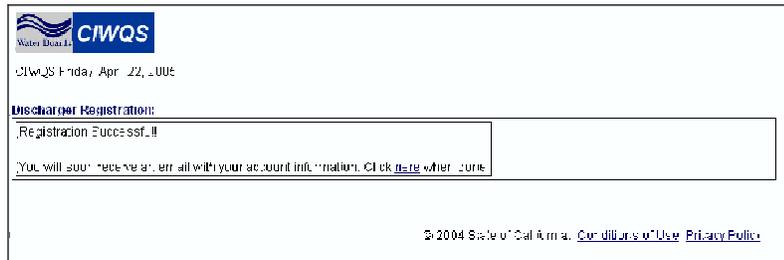


Figure 1.9 “Registration Successful” Message

Once your registration has been approved, an email will be sent to you to with your User ID and password. You will then be able to log in to CIWQS through the login screen.

1.2 Login and the CIWQS Interface

The following sections provide information on how to enter and navigate through the CIWQS interface. The concept of data Modules is also introduced.

1.2.1 How to Login to CIWQS